

[LOCAL COURT LETTERHEAD]

Administrative Order [year] - [number]

PUBLIC ACCESS TO COURT RECORDS

IT IS ORDERED:

This administrative order is issued in accordance with Michigan Court Rules 8.119(E), effective September 30, 1999 and 8.110(C)(7), effective October 1, 1988. The purpose of this order is to regulate public access to court records and to allow flexibility in providing approved forms.

1. Court records are public unless specifically made not public by statute, court rule, case law, or court order. (See Component 19 of the Michigan Trial Court Case File Management Standards.) Delayed Sentence cases, MCL 771.1(2), are public records. Requests to inspect or copy a non-public record shall be handled according to the instructions in Component 19. In accordance with MCR 8.116(D), a person may file a motion to set aside an order limiting access to the record of a court proceeding.

2. The following court records are not subject to public inspection:

- a. Law Enforcement Information Network (LEIN) records;
- b. Social files (in juvenile delinquency and child protective proceedings);
- c. Criminal files for which the conviction has been set aside pursuant to MCL 780.621; and
- d. Criminal files for which the proceedings were dismissed pursuant to MCL 250.350a(4) (parental kidnaping), MCL 769.4a (spouse abuse), or MCL 333.7411 (controlled substances).

3. Court records are not subject to Freedom of Information Act requests. MCL 15.232(d)(v) specifically exempts the judiciary from the Freedom of Information Act.

4. In accordance with MCR 8.110(C)(7), the court shall provide litigants with forms approved by the State Court Administrator at the cost of \$[insert amount] per form. [select an amount no less than \$.25 and no more than \$1.00]

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a. Parties will be limited to a maximum of [insert number] copies per each type of form requested.

b. There will be no charge for forms requested by court appointed attorneys on cases they have been appointed to or for indigent parties.

c. There will be no charge for forms prepared by the court.

d. There will be no charge for forms that the court or clerk of the court is required by court rule or statute to provide.

5. Any person may inspect any public court file to which access is not restricted by statute, court rule, case law or court order and may obtain copies subject to the following regulations established in accordance with MCR 8.119(E).

a. General

1) All requests for files and/or copies must be made on a "file/copy request form" and must specify a complete case number or party names except as provided under item b. 4) below.

2) Persons who do not have a complete case number or party names may review available case indexes to identify and select specific cases for inspection.

3) Files shall be reviewed at the public counter unless in the discretion of court supervisory personnel, approval is granted to review records in the clerk's office based on available space, the number of files to be reviewed and the length of time necessary to review them.

4) Ensuring the right of immediate access to and public inspection of records shall be a top priority, but may be limited by the availability of court staff to supervise the inspection.

b. Access to Case Files/Information

1) Requests for access to no more than [insert number] specific case files will be accommodated within [insert amount of time] unless the files are in storage.

2) Requests for access to more than [insert number] specific case files will be accommodated within a reasonable amount of time depending on the total number of case files requested and the availability of court staff.

3) Requests for specific case files in storage will be accommodated within 3 working days.

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4) Case information requests from other courts that lack specific case numbers or party names shall be researched by this court. Requested information will be provided at no charge and will not require a "copy request" form.

5) Requests to perform general traffic or criminal record checks that do not have specific case numbers or party names will not be researched by the court. They will be referred to the appropriate state agencies to obtain this information or to the available indexes referred to under subsection 5.a.2).

6) Requests for the wholesale review of particular types of cases will only be considered if, in the court's discretion, the request will not unreasonably interfere with the discharge of court functions. The court is not required to develop special procedures for the convenience or cost/benefit of persons requesting access and may specify the date, time and manner in which access is to be granted. It will be the responsibility of those persons requesting access to make prior, acceptable arrangements with the court.

c. Copies

1) The court will provide a limited number of copies (under [insert number] total pages) at a cost of [insert per page cost] within [insert amount of time, e.g. 1 hour] of the request for copies.

2) Requests for more than [insert number] total copies will be accommodated within a reasonable amount of time as determined by (1) the total number of pages to be copied (2) the availability of court staff and photocopying equipment and (3) the nature of the request, i.e., the degree to which court staff is required to identify and select documents to be copied.

3) In order to preserve and maintain the integrity of court records and to prevent unreasonable interference with the discharge of court functions, persons will not be permitted to copy or otherwise duplicate court records using their own equipment.

(optional) d. *New Record Creation*

1) *Requests for creation of a new record or compilation of records pertaining to case files or case-related information which are granted will be accommodated within a reasonable amount of time*

a) *as determined by the availability of sufficient data already contained in the records or record data base to easily identify those records requested, and*

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b) only if such compilation will not unreasonably interfere with the discharge of court functions.

2) Costs to provide records under subsection 5.d.1) will include direct costs to the court to develop, generate and validate the accuracy of the report.

Effective Date:

Date:

Chief Judge Signature:

[] COURT
FILE/COPY REQUEST FORM

1. Date of Request _____
2. Requested by: NAME _____
ADDRESS _____
Telephone-Home _____ Office _____
3. Please specify the complete party name(s) and/or case number below:
Case Number _____
Party Name(s) _____ vs _____
4. Nature of Request
_____ Review File
_____ Obtain Copies
5. If copies are requested, list documents to be copied:
_____ Complete case file (except for any non-public court records).
_____ Specific documents (list-use additional page if necessary)

NOTE:

Michigan law does not require that you place your name and address on this form. This information is required to facilitate the processing of your request.

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For Court Use Only

Copies _____ x Per page _____

Total charged _____

Handled by _____ on _____
Court Clerk Date

[] COURT

MEMORANDUM

TO: Persons Requesting General Record Checks

FROM: [], Court Administrator

Please be advised that per [] Court Administrative Order [], a specific case number or the party names are required in order to provide the information you have requested.

If you do not have a specific case number or case name, the following options are available:

1. You may review available case indexes at the [] Court to identify and select specific cases for inspection. Please note that this review may only provide information on current or recent [] court cases from this court.
2. A more complete record check, may be requested by writing the appropriate state agency. Both the Michigan State Police and Department of State maintain computer information expressly for this purpose.

(a) To obtain a Criminal Record Check contact the:

Michigan State Police
Central Records Bureau
7150 Harris Drive
Lansing, Michigan 48913
Telephone: (517)322-5531

(b) To obtain a Driving (Traffic) Record contact the:

Michigan Department of State
Commercial Look-up Unit
7064 Crowner Drive
Lansing, Michigan 48918
Telephone: (517)322-1624

Once you receive complete record checks, you will be able to contact the appropriate Police agency or Court listed on the records to obtain case specific information.

The [] Court regrets that it cannot accommodate your request at this time. If you have any additional questions, please contact the Court at [].